

From: I. M. LIFEK  
Division Officer/Weapons Department Head

To: U. R. SUPERSTAR  
(Work Center ICRL Petty Officer)

Subj: WORK CENTER ICRL PETTY OFFICER DESIGNATION

Ref: (a) NAVAIRINST 4423.11  
(b) OPNAVINST 4790.2G

1. You are assigned as the Work Center ALT ICRL Petty Officer and shall perform your duties per references (a) and (b). Your duties will include but are not limited to the following:

- a. Be responsible for the proper upkeep of the work center ICRL.
- b. Attend training as directed by the ICRL Program Manager.
- c. Research all items listed in the ICRL using applicable Supply publications, for example, FEDLOG, NAVICP P2300, NAVICP P2310, etc., to ensure all data entered is complete and accurate.
- d. Ensure quarterly ICRL reviews are completed by the due date assigned by the ICRL Program Manager.
- e. Ensure all X2 and X6 have the required materials on order and provide documentation to the Program Manager.

2. I certify that I have read and understand the duties and responsibilities of the assigned billet and shall perform the duties to the best of my ability.

<u>U. R. Superstar</u>	<u>27 Feb 01</u>
Assignee Signature	Date
<u>I. M. LifeK</u>	<u>27 Feb 01</u>
Division Officer Signature	Date

Copy to:  
Division Officer